



**SENIOR & LONG TERM CARE DIVISION  
COMMUNITY SERVICES BUREAU**

**HOME AND COMMUNITY BASED WAIVER  
Policy Manual**

**Section: CASE MANAGEMENT SYSTEM**

**Subject: Budget Requirements**

**BUDGET  
REQUIREMENTS**

Case Management Teams (CMT) are allocated a fixed number of slots to admit members into the Home and Community Based Services (HCBS) Program. The Department issues slots to control and estimate program expenditures. The Department establishes a specific cost per slot. Each CMT is given an annual budget for their respective caseloads. CMTs are required to provide services within the constraints of their budgets.

**DEFINITION OF CARE  
CATEGORIES AND  
SLOTS**

Refer to HCBS 402

**CONVERSION OF  
SLOTS**

Slots fall into one of the following four categories:

1. Adult Residential Slots may be temporarily converted to any other type of slot or slots.
2. Supported Living Slots may not be converted to any other type of slot.
3. Heavy Care Slots may not be converted to any other type of slot.
4. Basic Slots consist of physically disabled and elderly slots. CMTs have some flexibility in the manner in which these slots are filled as long as the CMTs remain within the parameters of their budget for basic slots.

CMTs may:

- Use a physically disabled slot for an elderly member or an elderly slot for a physically disabled member.
- Use a physically disabled slot to provide supported living. (CMTs are cautioned to pay special attention to their budgets when exercising this option. A CMT may want to use two physically disabled slots for an individual in this service.);
- Use a basic physically disabled or elderly slot to provide adult residential services.

CMTs may decide to provide an otherwise more costly service in a basic slot within the parameters of their total basic slot budget. Once the individual utilizing the more costly service is discharged, the slot is not to be continuously converted.

### **BUDGET CONSTRAINTS**

Each CMT has been informed of their projected budget for the coming year with respect to their basic slot and adult residential slot caseloads. CMTs' expenditures are expected to match their budgets. The Department will track utilization and expenditures using the monthly Utilization Reports to ensure that CMTs provide services within the authorized parameters, refer to 899-2. CMTs that overspend their budget may be subject to sanctions (refer to ARM 37.85.501-507).